



STATE OF WASHINGTON
OFFICE OF FINANCIAL MANAGEMENT

RFQ NO. 22-400 – OFM HR Recruitment Services

AMENDMENT NO. 1

OFM RESPONSE TO BIDDER QUESTIONS

January 29, 2023

This OFM Answer to Bidders' Questions may only explain or clarify some aspect that is already addressed in the RFQ. But some of the answers may also supplement or change what was previously stated in the RFQ or in an exhibit.

Therefore, it is important that bidders review all questions and answers, and not just those which they may have submitted.

Bidders' Questions & Answers

Question 1: How many vendors will be selected?

Question 2: Could OFM clarify how many companies they are looking to onboard for this contract?

Question 3: How many vendors in each Tier of Service (if no exact number, please provide estimated number/range of awards)?

ANSWER: This is unknown, we do not have a minimum or maximum amount.

Question 4: Please confirm the anticipated number of awards?

Question 5: How many firms are OFM looking to award?

Question 6: How many vendors is OFM looking to award?

Question 7: How many vendors in Tier 1 for each Service Category does OFM intend to award (if no exact number, please provide estimated number/range of awards)?

Question 8: How many vendors in Tier 2 for each Service Category does OFM intend to award (if no exact number, please provide estimated number/range of awards)?

Questions 9: How many vendors will be awarded?

ANSWER: This is unknown, we do not have a minimum or maximum amount.

Question 10: After contracts are signed, what criteria will be used when selecting the vendor to be utilized?

ANSWER: OFM will select the most qualified vendor(s), see Section 2.20c of the RFQ.

Question 11: What cities will the RFQ cover for staffing support?

ANSWER: Mostly Olympia, WA, but it may be for select positions throughout Washington state.

Question 12: Will any of the positions be remote? If so what percentage?

ANSWER: Majority of our position support remote, or hybrid.

Question 13: Is the OFM HR currently contracted with a staffing agency or agencies? If so, how many agencies and how many positions did they fill in 2022?

ANSWER: At this time we do not have any staffing agencies we are contracted with.

Question 14: Is this a new initiative? If not, please provide the names of the current vendor(s) providing the services.

Question 15: Is there any incumbent to this solicitation? If yes, could OFM please provide the information?

Question 16: Is this a new contract or an existing contract?

Question 17: Could the State of Washington please provide the list of incumbents related to this solicitation?

Question 18: If applicable, who is the incumbent for these services and for how long have they served the State of Washington Office of Financial Management in this capacity?

Question 19: Who are the current incumbents for each category listed in the RFQ?

Question 20: What are the current incumbents' markups and/or rate cards?

Question 21: Are you satisfied with incumbents' performance? If not, please explain.

Question 22: Are there incumbent vendors from a previous contract? If so who and how many?

ANSWER: This is a new initiative. There are no incumbents.

Question 23: Can you please let me know the previous spending of this contract?

ANSWER: There was no previous contract.

Question 24: Please confirm if we can get the proposals or pricing of the incumbent(s)?

ANSWER: There are no incumbents. This is a new initiative.

Question 25: Are there any pain points or issues with the current vendor(s)?

ANSWER: We do not have any current staffing vendors.

Question 26: Both of these solicitations (RFQ 22-1300 and RFQ 22-400) seem to relate to providing augmented labor relating to OneWA. Would holding one contract create a conflict of interest, precluding a vendor from being awarded the other? For example, would the provision of the Executive Program Director prevent that vendor from providing additional augmented resources relating to OneWA?

ANSWER: The language in RFQ 22-1300 prevents a vendor from being awarded a contract under RFQ 22-400.

Question 27: There isn't a mention of providing pricing for the 4 Service Categories, if we are selected as an ASB will be asked to provide pricing then or when a request for our selected Service Categories is made?

ANSWER: We will ask to review pricing when a request for your selected Service Categories is made.

Question 28: Service Category 2 – Screening Candidates: Is the intent of this service category to leverage our ability to successfully screen candidates that have been identified by State of Washington, OFB? Are the candidates' members of the general public that have applied to open State of Washington, OFB open positions?

ANSWER: The intent is to screen candidates that may be already identified by the Human Resources/leadership team. We may also need assistance in screening candidates that may have been identified by vendor. Screening candidates may include interviewing, reference checks, media checks, etc.

Question 29: To be deemed an ASB do we need to provide a response to all 4 Service Categories or can we choose which service categories best fit with our service capabilities?

ANSWER: You do not need to provide a response to all 4 Service Categories. Please choose the categories that best fit your capabilities.

Question 30: Please confirm the positions as well regarding the subject mentioned bid.

Question 31: Could OFM please provide a list of positions that they are looking to fill for the period of this contract?

Question 32: Could OFM provide specific job titles and job descriptions they want staffed and recruited?

ANSWER: There are not specific positions identified at this time. However, we anticipate this contract assisting with IT professionals, Investigators, Executive leadership, and ERP positions.

Question 33: Do we have to submit the pricing or markup for the services to be provided under this RFQ?

Question 34: Could OFM clarify where we have to provide pricing for the respective categories?

Question 35: Could OFM clarify if they are looking for Cost details to perform services for different categories in our response? If yes, is there any specific format?

Question 36: Are we to propose a fee schedule? If so, does OFM want hourly rates, mark-up percentages, recruiting fees, etc.?

ANSWER: Not in response to the RFQ. Pricing will be requested during the Tier 2 process, see Section 2.20.c of the RFQ.

Question 37: Will the contract function in such a way that multiple vendors will all be searching to provide candidates for the same open position, (for service category 1 and 3) or will your team assign one opening to a particular vendor for direct placement and permanent placement hires?

ANSWER: We will assign one opening to a particular vendor for direct temporary or permanent hires.

Question 38: What is the estimated budget for the contract?

Question 39: In WEBS, the estimated value of this RFQ is \$250,000 which seems low for the services that will be provided over a 5-year term (potentially a 9-year term with extensions), can you please elaborate on the approved budget for each category, each year and/or anything else that will help to give a more detailed picture of the potential spend related to this RFQ?

ANSWER: The estimated budget is \$50,000 per fiscal year, totaling \$250,000 for the initial five (5) year term.

Question 40: Are electronic signatures allowed?

ANSWER: Yes.

Question 41: Is the certificate of Insurance required with the response?

ANSWER: No.

Question 42: Will SBE/MBE/WBE certified by State of WA receive any preference?

Question 43: The State of Washington has indicated MBE/WBE participation will not be a factor in judging for contract award. Will this participation be taken into consideration when deciding on vendors for specific work assignments after award?

ANSWER: No, but OFM encourages those entities to submit bids.

Question 44: Could OFM please confirm that we can fill out proposal forms electronically?

ANSWER: Yes, you can as long as they are submitted in PDF or Word format.

Question 45: Is OFM looking for vendors to provide candidates to work on the present and future projects or the OFM is looking for Vendors to work with the OFM to do the screening of the recruitment process?

ANSWER: We are looking for vendors to work on present and future openings. We would also like to have vendors to assist with future recruitments where there is limited capacity from staff to help with screening if needed.

Question 46: Is it mandatory to be a prime OMWBE-certified firm to bid on this solicitation?

ANSWER: No.

Question 47: Is there a OMWBE goal for this solicitation?

ANSWER: Not for this solicitation specifically.

Question 48: Can we provide our ongoing contracts as references?

Question 49: Can we provide our ongoing contracts as references for our key personnel?

ANSWER: Yes, as long as they are not current OFM staff, as stated in Section 3.1.h.

Question 50: Do we have to provide resumes for Key Personnel?

ANSWER: It is not required.

Question 51: Will this RFQ contract also include the recruitment of other departments, like the Office of Independent Investigations, mentioned on these RFQ, or is it intended to release another RFQ for these other departments?

ANSWER: This contract will potentially include the recruitment for any department in OFM if needed.

Question 52: Could OFM clarify if we onboard local subcontractors, will we be given any preference?

ANSWER: No preference will be given. However, OFM does encourage vendors if utilizing subcontractors to subcontract with certified minority, women, and veteran owned businesses.

Question 53: For Service Category 1 Qualifications- Under Outreach/Search Permanent and Temporary Positions Experience- It states the following " Outline your firm's experience conducting outreach of permanent and temporary positions, especially for local government entities. " Could OFM clarify by local government entities are they referring to entities within Washington or nationwide?

ANSWER: It can be for other state local governments that may include state, county, or city agencies.

Question 54: Could OFM clarify, if we don't have any local experience performing similar services, will it impact the evaluation?

ANSWER: It will only impact your score for that particular item, not your whole evaluation.

Question 55: Will OFM give preference to companies who have local experience?

ANSWER: It will only impact your score for that particular item, no preference will be given.

Question 56: Can OFM please clarify if there is any mandatory goal for SBE/WBE/MBE for this contract?

ANSWER: Not specific to this contract.

Question 57: Could OFM please grant an extension on the due date?

ANSWER: OFM cannot grant individual extensions. However, it is possible for the due date to be extended as a result of OFM's business needs. Any such extension will be posted to WEBS as an Amendment to the RFQ.

Question 58: Is it mandatory to be licensed to do business in the State of Washington at the time to submit the proposal?

ANSWER: Not to submit the proposal. As stated in Section 1.3.a, if you are not currently licensed to do business in the state of Washington you must commit to being licensed within fifteen (15) calendars days of being selected as an Apparent Successful Bidder.

Question 59: Section 3.1.h requests three (3) business references for the Bidder and three (3) business references for the lead staff person for whom work has been accomplished. Can you clarify what is meant by “the lead staff person for whom work has been accomplished?”

Question 60: Can you please clarify the following language discussing references in RFQ 22-400? "List names, addresses, telephone numbers, and e-mail addresses of three (3) business references for the Bidder and three (3) business references for the lead staff person for whom work has been accomplished and briefly describe the type of service provided." It reads as though you are looking for references from our clients, and then references for that business from their clients. Am I reading this correctly? If not, please outline the information being requested.

ANSWER: We are amending this section to read as follows:

- h. References. List names, addresses, telephone numbers, and e-mail addresses of three (3) business references for the Bidder, include the name of Bidder's staff person who accomplished the work for that business reference, and briefly describe the type of service provided. Do not include current OFM staff as references. By submitting a proposal in response to this RFQ, the Bidder and team members grant permission to OFM to contact these references and others, who from OFM's perspective, may have pertinent information. OFM may or may not, at OFM's discretion, contact references. OFM may evaluate references at OFM's discretion.

Question 61: What are OFM's current rates and fees for the positions requested in the solicitation?

ANSWER: The current rates and fees are unknown, because the positions are unknown at this time.

Question 62: When does the County anticipate completing its evaluation and notifying respondents of its recommended awardees?

ANSWER: This RFQ is for OFM HR not the County. OFM anticipates completing its evaluations the last week of February and notifying respondents on or about March 1, 2023.

Question 63: What specific background checks and/or drug screens are required of the recruited and temporary staff?

ANSWER: Dependent on the position it may require extensive professional reference check, local and national criminal history checks, and/or social media/internet checks.

Question 64: To ensure FCRA compliance, it is our company's policy to provide clients with an attestation of completion of background check pursuant to client's requirements, but not the actual results. Will OFM accept letters of attestation in lieu of actual background check results?

ANSWER: Yes, that will be acceptable for some of our positions. The background and criminal history requirement varies on positions based on duties and impact.

Question 65: Will respondents be allowed to pass through the costs for background checks and drug screens (at no additional markup) to the State?

ANSWER: Yes, you will be able to charge those costs to OFM.

Question 66: Will respondents be disqualified or adversely impacted during the evaluation process if they were to submit exceptions to the State?

ANSWER: Respondents will not be automatically disqualified for submitting exceptions to OFM. However, depending on the exception requested we may reject them resulting in respondent not being awarded a contract.

Question 67: With respect to Affordable Care Act (ACA) costs, would OFM prefer these charges as a separate line item on the invoices, or instead incorporated directly into each respondent's proposed rates?

ANSWER: This can be addressed during the Tier 2 process if you are awarded a contract.

Question 68: Are there any subcontracting requirements for this bid? If so, what are they?

ANSWER: The only requirement is to submit a Diverse Business inclusion Plan if you are planning to use subcontractor(s), see Section 3.1.g and Exhibit D.

Question 69: Does OFM accept remote online notarized signatures and secure remote online documents?

ANSWER: No, responses must be submitted by email in PDF or Word format.

Question 70: Please provide the specific roles of individuals who will be reviewing and scoring this RFP for each category. We would like to have an idea of the audience.

ANSWER: This will be evaluated by OFM Human Resources professionals.

Question 71: What is the average and/or expected length of a contract-to-hire role before they contractor gets hired on as an FTE?

ANSWER: Anticipate 6 months to a year.

Question 72: What is the average and/or expected length of a temporary assignment related to this contract?

ANSWER: Anticipate 6 months to a year.

Question 73: Is there a minimum and/or maximum time a temporary employee might be assigned to a role?

ANSWER: There is no set minimum or maximum time frame but anticipate most positions would be six months to a year.

Question 74: Will any of these assignments require travel from their assigned worksite location?

ANSWER: Yes, there may be travel required dependent on the position.

Question 75: What is the required prescreening (background checks, reference checks, drug screening, driving record, etc.) needed for temporary employees placed through this contract?

ANSWER: It will depend on the position and the required duties of the role. Not all positions require criminal history check, drug screening, or driving record review.

Question 76: In addition to the formatting guidelines provided, is there a page number limitation?

ANSWER: There is no page limit.

Question 77: How does Service Category 2 differ from Categories 1 and 3, since 1 and 3 also involve screening candidates?

ANSWER: Category one is providing a sourcing and recruitment service to identify interested and qualified talent. Which may include headhunting for very unique and hard to fill roles. This may be inviting them to apply to our open recruitment and OFM will take over the vetting/interview process. This may be recruiting for temporary or permanent positions. Category 2 focuses on just the vetting/screening service like interviewing, in-depth professional reference checking, and background checks. Category 3 is providing a temp or contract-to-hire service. Where the vendor would recruit, screen/vet, and employ the individual for a duration of time and charging us for this service. This would be similar to a temp agency or contract- to- hire firm.

Question 78: For Service Category 2 who is finding the candidates to be screened?

ANSWER: OFM would be identifying the candidate and this service may be utilized as a standalone if there is a capacity issue to fully vet candidates. However, if the vendor was selected for category one as well they may be identifying the candidate.

Question 79: Do the scoring cutoffs vary, depending on the Service Category? If so, please elaborate.

Question 80: What scores are the cutoff for Tier 1?

Question 81: What scores are the cutoff for Tier 2?

ANSWER: There are no scoring cutoffs for this RFQ.

Question 82: How much volume of work (number of recruitments, etc.) are expected in each category (categories 1-3)?

ANSWER: This is unknown at this time.

Question 83: Can you please share all of the Q&A from other perspective proposers as well?

ANSWER: All of the questions asked by perspective proposers are in this document.

Question 84: Does the State have an estimated number of people required to complete the requirements per the RFP?

ANSWER: No, not at this time.

Question 85: What major stakeholders would we be working with to complete these assessments?

ANSWER: OFM Human Resources.

Question 86: Is the State giving preference to local vendors?

ANSWER: The RFQ is for OFM, not the State as a whole, but no we are not giving preference to local vendors.

Question 87: How many positions does the State usually fill using temporary labor each year?

ANSWER: At this time we do not have contracts or vendor for temporary labor, and do not know of past contracts. This RFQ is just for OFM and is not the entire state.

Question 88: Can companies add in additional benefits they offer even if it is not asked for?

ANSWER: Yes.

Question 89: Will awarded companies be able to speak with State employees directly when gathering information on open positions and upcoming positions?

ANSWER: Yes, they will be partnering with OFM Human Resources, and will be able to do an intake with the hiring manager(s).

Question 90: Will all openings go to all awards vendors, or can State employees choose to work with only certain awarded vendors?

ANSWER: OFM HR will choose which awarded vendors to work with. That is the Tier 2 process described in Section 2.20.c of the RFQ.

Question 91: Are contractors able to add labor categories to this opportunity?

ANSWER: It will depend on the position.

Question 92: Are you accepting bids from retained-only search firms (as opposed to contingent search)?

ANSWER: We are accepting bids from both.